From: Huff, Janet
To: Oetker, Susan
Cc: Shawn Sartorius; Laverna Chavez
Subject: Re: agreement for Texas hornshell in Mexico
Date: Tuesday, August 22, 2017 12:32:22 PM
Attachments: ATTB-DOIOSFAReview-Guidance.pdf

Hello Susan and Shawn,

I have attached the DOI/OS guidance for anticipated awards of $100K or more. The first thing that has to happen is the request must be submitted on the spreadsheet NLT 8/24. The guidance has the specific information that must be entered on the spreadsheet. You will need to get a PRISM number from me but there is some information I will need from you in order to get that number for you to put on the spreadsheet. So please send me your draft information.

Once that is completed you will need to work on the Notice of Funding Opportunity (NOFO) to be posted at grants.gov. Since this is a Single/Sole Source you will need to complete the FWS 3-2452.

These are the first steps that must be completed as soon as possible. We can work on the rest while the request is being reviewed. Let me know if you have questions along the way.

Thank you,

Janet Y. Huff
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On Tue, Aug 22, 2017 at 7:20 AM, Oetker, Susan <susan_oetker@fws.gov> wrote:

> Hi Janet-
>
> Good morning! I believe you and Shawn discussed the development of a cooperative agreement with Texas A&M. Do you mind giving me a call at your convenience? I'd like to discuss what I need to do to get this done. I have Chris Harper's paperwork for the East Texas mussel work, and I'll be amending them for our use, but I'd like to be sure I'm on the right track and doing the right things.
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> Thanks so much.
>
> Susan
> ---
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